E & P.H (1948) Department

SERIES.

G.O. No. 2509 P. H

b/

Dated 22-7-48

[Despatch Abstract.]

Reorganisation of Secretariat procedure.— Recommendations of Retrenchment and Reorganisation Committee - Papers recorded

Finance (Reorganization) Department.

U.O.Note No.28367/48 Rs-4 dated 12th June 1948.

Sub: Reorganization of Secretariat procedure - Recommendations of the Retrenchment and Reorganization Committee.

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A copy of the minutes of the Retrenchment and Reorganization Committee on the above subject is communicated to all departments of the Secretariat for information and necessary action. They may be requested to communicate to this section for information a copy of the orders issued in the case.

C.O.COOREY,
Secretary,
RETRENCHMENT AND REORGANIZATION COMMITTEE.

To
All Departments of the Secretariat including Secretariat of Madras Legislature.

/By-Order/

SD.RAMAKRISHNA.
Superintendent.

/True Copy/

MINUTES OF THE MEETING OF THE RETRENCHMENT AND REORGANIZATION COMMITTEE HELD ON 3-6-1948.

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Present:

Sri T.A.Ramalingam Chettiar, M.C.A., Chairman,
Sri T.K.Duraiswami Ayyar,
Sri.V.Ponnuswami Pillai,
Sri M.Bapineedu, M.L.A.,
Sri R.Suryanarayana Rao, M.L.C.,
C.O.Coorey, Esq., M.B.E., I.C.S., Secretary.
Sri C.S.Krishnaswami Ayyangar, Assistant Secretary.

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The Committee met the Secretaries to Government including the Chief Secretary and discussed with them the reorganization of the Secretariat procedure with a view to avoid delays and to improve efficiency.

The Committee makes the following recommendations:-

(1) Delegation of powers in regard both to service and financial matters to as large an extent as is desirable may be made from Ministers to Secretariat officers and from the Government to Subordinate officers, e.g.

(a) In cases of emergency like epidemics, sudden cruption of lawlessness, food procurement, flood control etc. likely to last for not more than three months, Heads of Departments may be empowered to appoint non-Gazetted staff to the required extent for a period not exceeding three months and make a report to the Government.

(b) Powers of making appointment from the approved lists sent by the Madras Public Services Commission or the High Court, ordering transfers, granting leave and approving the prohibition of Provincial Service officers below the rank of District Officers may be delegated to the Heads of Departments themselves and the necessary alterations in the relevant rules made.

(c) Charge Allowance: Power to sanction additional charge allowance under the Fundamental Rules may be given to Heads of Departments.

(d) In regard to write off of losses, the monetary limits now prescribed for the Heads of Departments may be raised to Rs.2,000 and in the case of Board of Revenue and the Chief Conservator of Forests the present maximum of Rs.5,000 may remain. Similar delegation may be made in respect of other classes of officers.

(2) Where only statistical information is required and no question of opinion is involved, the person in possession of that information may be directly asked to furnish the information direct to the Government or to the officers requiring it with a copy of it to his immediate superior officers.

(3) The rule relating to the inter-changeability of officers from the Secretariat to the Executive Services and the Officers of Heads of Departments and vice versa may be more widely used, to the extent conditions permit.

(4) Secretariat staff may be pooled together and treated as one unit for purposes of promotion, to the extent possible.

(5) References to Public (Services), Finance and Legal Departments should be confined only to cases where such referance are absolutely necessary.

P.T.O.

(6) The procedure laid down in Rule 57 of the Business Rules regarding personal consultation with other departments should be more liberally used.

(7) There is a general feeling that Hon'ble Ministers are receiving a large number of petitions and representations both in Head Quarters and in the course of their tours about matters which have been disposed of, as well as those which are within the competence of local officers,. A lot of work is thrown on the officers concerned in getting information and preparing it for the Hon'ble Ministers in respect of the above. Ordinarily papers which can be disposed of at a lower level should be sent for disposal to the Officers concerned and only such matters about which the Hon'ble Ministers specially call for reports, with intent to take action, may be dealt with in the Secretariat.

(8) NEW SERVICE PROCEDURE: With reference to the 'New Service' Procedure, higher limits may be prescribed for cases going before the Standing Finance Committee and in cases below such limits, orders may be obtained in circulation.

The Committee also discussed the following questions:

(i) The standard out-turn of work for clerks in the Secretariat; and
(ii) The appointment of Heads of Departments as Secretaries to Government.

Item (i) above: The Secretaries felt that the average number of currents mentioned in the note as 5.7 is not correct according to conditions now existing and that the average in each department is as follows:

Finance	10	
Development (excluding P & D Sections and Sections dealing with legislation)	9	
Chief Secretariat	9	
Local Administration	8.7	For details
Food Department	8.2	
Home Department.	7.8	vide annexure.
E & P.H.Department	7.8	
Revenue Department	7.8	
Firka development	7.2	
Legal	7	
Public Works	6.7	

While the Committee does not consider that the number of currents should be the guiding factor in assesing the strength of the staff (even with reference to this, the Committee finds a wide disparity among the Departments) the Committee would suggest that even on this basis, the average of 10 currents which is the figure obtaining in the Finance Department should be worked up to in other Departments. It may be noticed that the Finance Department have got less number of routine cases than other departments and it may be expected that the other Departments should work up to a higher figure.

Item (ii) above: All the Secretaries were of opinion that the system of appointment of Heads of Departments as Secretaries to Government might not work satisfactorily and that it would not conduce to efficiency.

The next meeting of the Committee will be held at 2-15 p.m. on 4-6-1948.

T.A.Ramalingam Chettiar,
Chairman.
4-6-48.

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ANNEXURE.

Statement showing the number of currents dealt within in each department of the Secretariat.

Name of the Department.	Total no.currents dealt with during the last 11 months from 1-4-47 to 29-2-1948.	Total no. of drafting clerks employed during the period (1-4-47 to 29-2-48)	Average no. of currents dealt with by each drafting clerk per month.	Average no. of currents dealt with by each drafting clerk per day.
Finance.	80,108	297	238	10
Development (excluding P & D.Sections and Sections dealing with legislation)	1,25,370	575	218	9
Chief Secretariat.	94,176	436 2/3	216	9
Local Administration.	45,656	220	208	8.7
Food.	65,220	331	197	8.2
Home.	80,414	430	187	7.8
Education & Public Health.	90,503	487	186	7.8
Revenue.	62,670	341	184	7.8
Firka Development.	8,284	48	173**	7.2
Legal.	9,168	55	167	7
Public Works.	1,02,217	638	160	6.7

*Finance — If Budget clerks are added the average works out to 238 and if the budget currents are excluded from the total, the average comes to 237 per clerk).

**Firka Development: This department was constituted in November only

/True Copy/

Education & Public Health.

Reorganisation of Secretariat procedure - Recommendations of the Retrenchment and Reorganisation Committee.

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The Recommendations extracted on pages 3 to 7 cf have been sent to this Department for information and necessary action. These being of a general nature, would evidently need consideration in the Public or the Finance Department as the case may be, in consultation with other Departments. It is seen, however, that the remarks of this Department or the heads of departments under this Department have not been asked for-

Public and Finance may be asked to state whether the intention is that orders should be passed or these recommendations separately in each department.

Sd.ASII. ASI.

24-6-48.

Public/Finance.

Public (Service)Department.

Public and Finance Departments are taking action on the recommendations of the retrenchment and Reorganisation Committee. The departments of Secretarit will be consulted before orders are issued on those recommendations. The file may be passed on to the Finance Department.

Sd...7.7.48.

Finance (current)Department.

Please see the notes of Education and Pbulic Health and Public Service on pp 1 - 2 above.

Relevant extracts were taken already by the current section from the U.O.Note No.28367/48 Re.4 dated 12.6.48 and given to the sections concerned in the Finance Department for taking necessary action as indicated at 'A' on p.1 of Finance u.o.no.44608/O.p/48-1 dated 23-6-48. The Departments of the Secretariat will, of course, be consulted before orders are issued on those recommendations.

With the above remarks the file may be returned to Education and Public Health.

(The current file is also submitted for perusal).

Sd.. 13-7-48.

Education & Public Health.
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The notes of Public and Finance on pp 9-10 may be perused. In view of the notes of these two departments it does not seem to be necessary to pass separate orders on these recommendations in each department. These papers may be recorded.

G.O.Ms.No.2509. PH. D/ 27-7-48.

Sd...

ASII/ ASI/ DS.
16-7-48.

Sub: Reorganisation of Secretariat procedure Recommendations of Retrenchment and Reorganisation Committee Papers Recorde

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Madras Record Office.

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